



**DEPARTMENT OF THE AIR FORCE**  
**PUBLIC AFFAIRS & NATIONAL MEDIA ENGAGEMENT**  
**NEW YORK, NY**

## **Request For Official U.S. Air Force Book Support**

An author can expect a reply from a U.S. Air Force Book Program manager within one full work week of U.S. Air Force Book Support Program managing office receipt of his or her fully-completed request form and other appropriate documentation.

Once a project is approved for official support, the author will receive a letter indicating that approval. The author is then free to contact the Air Force base public affairs offices he or she is interested in visiting. Participation by the affected units is at the discretion of that unit's chain of command.

Authors should call the U.S. Air Force Book Support Program managing office at (212) 784-0147 or e-mail [Big.SAF@us.af.mil](mailto:Big.SAF@us.af.mil) with any questions.

**1. DATE OF REQUEST:**

**2. AUTHOR'S NAME:**

**3. AUTHOR'S MAILING ADDRESS:**

**4. AUTHOR'S E-MAIL ADDRESS, PHONE & FAX NUMBERS:**

**5. PROJECT DESCRIPTION AND TITLE:**

*Author provides a brief description of the book project, including whether the book is fictional, non-fictional or a pictorial, the book's working title and manuscript or other completion deadlines, if any. For example: "The non-fiction book of working title, 'Women Fighter Pilots,' will provide an inside look at the lives of female fighter pilots, specifically from 2002 to present. Author's deadline for completion is June 2012, by contractual agreement with the publishing agency."*

**6. NAME AND CONTACT INFORMATION OF PUBLISHING AGENCY:**

*Author provides a copy of a signed Letter of Intent to Publish by his or her publishing agency. A signed publishing contract will also suffice. Without a signed letter (on agency letterhead) or contract from an accredited book publishing agency (production, editing, book marketing and book distribution for the author), SAF/PA is unable to provide official book support approval at this time.*

## **6. SPECIFIC INFORMATION OR ACCESS AUTHOR REQUESTS:**

*Author specifies exactly what information he or she requests from the Air Force. Author should identify subject matter experts with whom he or she has already spoken and identify individuals he or she is specifically interested in interviewing. Author should also share specific bases or units he or she is interested in visiting.*

## **7. BACKGROUND ON BOOK SUBJECT:**

*Author explains how the author identified the subject and what the author hopes to accomplish with the project. Also, the author should acknowledge his or her understanding that in accordance with Department of Defense and Air Force policies and regulations, in the interest of national security, information to be provided is strictly limited to that which is publicly releasable only.*

## **8. AUTHOR'S CREDENTIALS:**

*Author lists his or her previously published works, including title, name of publishing agency and date of publication. Author includes additional information on previous works, subject matter and any questions regarding his or her request.*

## **10. EXPECTED PUBLICATION DATE:**